File No. 41-26

Serial Nos. 9, 11
13,

General and Revenue Secretariat.

Serial Nos. Three

(22)

Part B for Sept 27

SUBJECT

Supply of Stationery and Forms to Revenue & other Offices

To The Supdt of Stg
The Heads of Depts
Insp^r of O. S.
D.C.s of Works
Secretaries to Govt

Ref G 4486 - 8562 & 11/2/27
Enclosing the appointment of a Committee
for regulating the

Serial No. 1

Extract from the Proceedings of the Meeting of Deputy Commissioners and certain Heads of Departments held at "Lake View" Mysore on the 15th and 16th October 1926.

x x x x

Item No. 39. Supply of Stationery to Revenue and other offices.

All the officers complained that the supply of stationery was inadequate, that offices were not supplied in time or supplies were far below the indent. The General Secretary explained that the Superintendent has some difficulty in supplying the quantities indented for as indents were many times far in excess of normal needs. He had to keep the expenditure within the budget grant. The Dewan desired the General Secretary to go into the question in detail and issue suitable instructi c The Superintendent might meet the Heads of Departments, if necessary, and ascertain actual requirements. He might also go round and examine the stock f forms in various offices. A small committee consisting of the General Secretary, the Superintendent, Government Press, and the Inspector of -- Office Systems may be formed to settle the various kinds of forms, etc., to be printed with reference to present requirements, the quantities required and regulate the entire system of the supply of stations etc., in consultation with the Heads of Departments.

2) Subd:—

WD 01229—GPB—37,500—1-9-26

General and Revenue Secretariat

P&G File No. 41 of 192 6

Serial No.

according to the Member's orders on the minutes of the meeting held in the 11 Member's Chambers on the 18th Nov 1926.

2) As for (2), a draft to the Supdt Govt Printing and Stationery calling for a report of action taken in the matter is put up for approval

4) As for (3), a draft ~~to the Committee~~ directing the formation of the Committee is put up for approval.

Action taken is noted below. Should have been attended to 4 days ago. RR 9/2

Clean draft. Before Submission 9/2/27

4) 2-2-27 5) draft about the formation of the Committee is put up

9/2/27

6) Gen Secy) Third member. RR 9/2 9/2/27

9/2/27

RR 10/2

7) Issue 10/2/27

OFFICE OF THE THIRD MEMBER OF COUNCIL. 9 FEB. 1927 No. 1/S.G.

To the Supdt Govt Printing & Stationery No. & 8599, 8 12. 2. 1927

Forwarded an extract from the proceedings of the meeting of the D.C.S. and certain Heads of

WD 01229—GPB—37,500—1-9-26

Serial No.

Depts re the Supply of Stationery etc to Revenue and other Offices and requests him to submit a report on the action taken in respect of the points raised therein

9. To the Supdt of Stationery
the Inspector of office Systems
the Secretaries to Govt.
the Heads of Depts.
the D.C.'s of Districts
No 5 8486-8562, dt 11.2.1927
Sanction the appointment of a committee to regulate the Supply of Stationery & forms to Revenue and other Offices.

11 To
the Supdt. Govt. printing & stationery
No 5.8599, dt 12.2.1927
Extract from the proceedings of the meeting of the D.C.'s & certain Heads of Depts re the Supply of Stationery etc to Revenue & other Offices and requests him to submit a report on the action taken in respect of the points indicated therein
From
the Supdt. Govt printing & stationery
No 424, dt 16.2.1927
Submits a report called for in SL 11 supra

WD 01229—GPB—37,500—1-9-2
App. F. III—2]

4

eneral and Revenue Secretariat

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Serial No.

From The Supdt. Govt Printing & Stationery

D.O. No. 2649, 8/16 a 1927

With reference to item no 39 of the Proceedings of the meeting of the B.C held at Mysore in Oct 1926 re the formation of a small committee to go into the question of regulating the supply of Stationery articles & forms, states that the committee has not yet met and requests that a meeting of the committee may be called at an early date

Secretary's note.

A.S.

"Please fix a date"

9/2. R.R.

6

9/2 DNS.

FINANCIAL SECRETARY
19 FEB. 19
No. 142

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. G. 8486-8562/P & S. 41-26-9 Dated, Bangalore, 11th February 1927.

Supply of stationery and forms to Revenue and other offices

Sanctions the appointment of a Committee for regulating the---

ORDER NO. G. 8486-562/P.& S.41-26-9 DATED 11TH FEBRUARY 1927

Complaints about the inadequate supply of stationery and forms to the Revenue and other offices having been brought to the notice of Government, they are pleased to direct that a small committee consisting of the General Secretary, the Superintendent, ,Government Press and the Inspector of Office Systems be formed in order to settle the various kinds of forms etc., to be printed with reference to present requirements and the quantities of each kind required and to regulate the entire system of the supply of stationery,forms etc., to various offices in consultation with the Heads of Departments concerned.

M C Sundara
for General Secretary to Government.

-The Superintendent,Government Stationery.
The Inspector of Office Systems.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

D448

11) Shall fix. Secy M and/or Tuesday Whichever Suits the Fin Sec/ 12 noon
Fin Sec
With Copies
RB
24/2

12) Tuesday. 12. noon
Mr Supreme. K
22/2

13) Please do/g
RB
23/2

14) draft
Sec
24/2

15) Secs with ~~...~~ for approval
Hon Min
Hon. Sec

Justice
Sec
~~Sec~~ 2

To the Supdt. Govt printing & Stationery
No. 59179, Dt 24. 2. 29
States ~~Sec~~ the first meeting of the Committee has been fixed to be held at 12 noon on Tuesday 1st March 1929 in the Secretary's room and requests him to forward in time a list of important subjects to be discussed at the meeting.

No 59180, Dt 24. 2. 29
Copy of the above to the Inspector of Office Systems for information

WD 01229—GPB—37,500—1-9-26
App. F. III—2]

General and Revenue Secretariat | P.15 File No. 41 of 1926

Serial No.

From the Superintendent Govt. Printing & Stationery.

No. 2750, dated 28. 2. 1927

Forwards a list of subjects to be discussed at the meeting, and also a printed copy of the order by the Controller of Printing with the Govt. of India to the Genl. Secy and another copy to the Inspector of Office Systems.

(7) Secretary's note:—

Please make a copy of this letter & the list of questions suggested by the Supdt and submit them to the Jt. Secretary with a copy of the printed note.

Sd/ R. R.
26. 2

(8) Please do so at once

Sd. M.S.
26. 2

(9) A copy of the letter, a copy of the list and also a printed copy of the note referred to above are forwarded with compliments to the Inspector of Office Systems.

Sd/
28/2/27

WD 01229—GPB—37,500—1-9-26
App. F. III—2J

General and Revenue Secretariat | P.R.S. File No. 41 of 1926

Serial No.

at the meeting of the committee held on 1st March 1927

A.Boo 6.4.27

21) I believe action has been taken separately on each of the points discussed. Please put up the connected files.

Sec 4/5

22) Dealt with connected files noting references

A.Boo 6.5.27

23) Action has been taken on all the subjects discussed except no 7. The action taken is noted against each item. After perusal a draft will be put up as regards item no 7.

Lawley

25) Please draft regarding item no 7

Sec 7/5

(1) — See please linesup 20 8/4

7086(a) 8

WD 01229—GPB—37,500—1-9-26

App. F. III—2]

ral and Revenue Secretariat | File No. | of 192

Serial No.

Point no 7 in the discussions relates to the question of the suspension of the Supdt. Govt. printing that heads of departments whose indents for forms have been standardized, may keep no examine the no of forms. Each demand requires every year account variances of any in arrears to the Supdt. orders have been passed to this effect last year. Please see G.O. No Cy 75-124-Des 4-25-1 dated 25 July

The Supdt was probably not aware of this G.O. Please draw his attention to this

No further action is required in this matter

Secy

Sig

9

PROCEEDINGS OF THE GOVT OF H.H.

THE MAHARAJA OF MYSORE.

O R D E R No. E 8486-8562/P&S 41-26-9

Dated, 11th February 1927.

Complaints about the inadequate supply of stationery and forms to the Revenue and other offices having been brought to the notice of Government, they are pleased to direct that a small committee consisting of the General Secretary, the Superintendent, Government Press and the Inspector of Office Systems be formed in order to settle the various kinds of forms etc., to be printed with reference to present requirements and the quantities of each kind required and to ~~regulate~~ regulate the entire system of the supply of stationery, forms etc., to various offices in consultation with the Heads of Departments concerned.

~~FOR~~ GENERAL SECRETARY TO GOVERNMENT.

To

The Superintendent, Govt. Stationery.
The Inspector of Office Systems.
The Secretaries to Govt.
The Heads of Departments.
The Deputy Commissioners of Dts.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. G. 8486-8562/P & S. 41-26-9 Dated, Bangalore, 11th February 1927.

Supply of stationery and forms to Revenue and other offices

Sanctions the appointment of a Committee for regulating the———

ORDER NO. G. 8486-562/P.& S.41-26-9 DATED 11TH FEBRUARY 1927

Complaints about the inadequate supply of stationery and forms to the Revenue and other offices having been brought to the notice of Government, they are pleased to direct that a small committee consisting of the General Secretary, the Superintendent,,Government Press and the Inspector of Office Systems be formed in order to settle the various kinds of forms etc., to be printed with reference to present requirements and the quantities of each kind required and to regulate the entire system of the supply of stationery,forms etc., to various offices in consultation with the Heads of Departments concerned.

R. RANGA RAO,
General Secretary to Government.

SUBJECT.....

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Section D & S

File No. 4 C—26

Serial No. 11

No. G 8599/Cr/1

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *192*

Date of issue 12.2.27

gned by Mr. M.S

To

The Supdt. Govt. Printing and Stationery.

Sir,

I am directed to forward herewith an extract from the proceedings of the meeting of the Deputy Commissioners and certain Heads of Depts held at "Lake View" Mysore, on the 15th and 16th October 1926, and to request you to submit a report on the action taken in respect of the points indicated therein

I have etc

over

List of enclosures.....

pied by.....

Examined by.....

WD 01265—GPB—31,000—24-12-25

For Secy to Govt

Extract from the Proceedings of the Meeting of Deputy Commissioners and certain Heads of Departments held at "Lake View" Mysore on the 15th and 16th October 1926.

x x x x x

Item No. 39 Supply of Stationery to Revenue and other offices.

All the officers complained that the supply of stationery was inadequate, that offices were not supplied in time or supplies were far below the indent. The General Secretary explained that the Superintendent has some difficulty in supplying the quantities indented for as indents were many times far in excess of normal needs. He had to keep the expenditure within the budget grant. The Dewan desired the General Secretary to go into the question in detail and issue suitable instructions The Superintendent might meet the Heads of Departments, if necessary, and ascertain actual requirements. He might also go round and examine the stock of forms in various offices. A small committee consisting of the General Secretary, the Superintendent, Government Press, and the Inspector of Office Systems may be formed to settle the various kinds of forms, etc., to be printed with reference to present requirements the quantities required and regulate the entire system of the supply of stationary etc., in consultation with the Heads of Departments.

Jn 6663

WD 731—GPB—8,000—23-10-23

All communications *re* Stationery, and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence *re* forms and stationery should be in separate letters.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

Dated Bangalore, 16th Feb 192 7.

No. 1421

P+S.41-26-13

FROM

B. PUTTAIYA, ESQ., B.A.,
SUPERINTENDENT OF STATIONERY,
BANGALORE.

To

R. Ranga Rao Esquire B.A., B.L.,
General Secretary to Government, Bangalore.

Sir,

With reference to your letter No. G. 8599/P and S 41-26-11 dated the 12th instant, requesting to be informed of the action taken on the complaint made at the Deputy Commissioner's Meeting about the inadequacy of the supply of stationery articles and forms, I have the honour to state that I have submitted a detailed report in the matter in my letter No. 428 dated the 22nd September 1926, wherein I have enumerated the causes that contribute to the delay and insufficiency of the supplies.

In this connection, I waited on the Second Member of Council in his Chambers on the 18th November 1926 and submitted my difficulties to him. Minutes of this meeting have been drawn up and extracts thereof have been sent to me for my guidance and further action.

No. 1160 dated 18th January 27)

I have already inspected a ~~xxxxxxx~~ number of offices and have submitted my inspection reports to Government from time to time wherein I have noted down the imperfect way in which indents are prepared in the various offices and the exhorbitant claims made which are quite incommensurate with their average annual consumption. All offices have been instructed to maintain a stock register of forms wherein issues and receipts of forms are entered and monthly balances struck. They have also been advised to prepare their indents in accordance with the balances shown in this ~~xx~~ stock book. (Vide my inspection notes submitted with my correspondence ending with my letter No. 256 dated 16th Nov 1925 and also subsequent reports) Such

D. O. No. 2647.

B. PUTTAIYA, Esq., B.A.,
Superintendent.

6667

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE.

Bangalore dated, 16th Feb. *192* 7

Dear Sir,

With reference to item No: 39 of the Proceedings of the Meeting of the Deputy Commissioners held at Mysore in October 1926, regarding the formation of a small Committee to go into the question of regulating the supply of Stationery articles and forms, may I state that the Committee has not yet met and request that a meeting of the Committee may be called at an early date.

Yours sincerely,

R. RANGA RAO, ESQ., B.A., B.L.,
General Secretary to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

SUBJECT.....

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.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *192*

Date of issue 24.2.27

Signed by Mr. M.S

Section pts

ile No. 41-26

erial No.

No. 79179

To

The Syndt. Govt. Printing & Stationery.

Sir,

Adverting to G.O. No. G.8486-8562/pts 41-26-9, dt 11.2.27 appointing a committee for regulating the supply of stationery & forms to Revenue and other offices, I am directed to state that the first meeting of the committee has been fixed to be held at 12 noon on Tuesday the 1st March 19 27, and to request you to be so good as to forward in triplicate a list of important make it convenient to be present at the meeting

over

Questions to be taken up for
discussion at the meeting

I have etc

Hd Qr. Secretary to post

9/80

Copy of the above is forwarded
with compliments to the Inspector
of Office Systems for information.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING,

Bangalore, dated....25th....Feb.....192.7.

FROM

B. PUTTAIYA, ESQ., B.A.,
Superintendent, Government Printing,
Bangalore.

To

R. RANGA RAO, ESQ., B.A., B.L.,
General Secretary to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

SIR,

With reference to your letter No: G. 9179/P.&.S. 41-26, dated 24th instant, requesting me to forward a list of important questions to be discussed at the meeting to be held on the 1st proximo, I have the honour to forward herewith the list as required

A copy of the Note by the Controller of Printing with the Governmen of India, is also enclosed. Another copy is also sent herewith for the use of the Inspector of Office Systems.

I have the honour to be,

Sir,

Your most obedient servant,

B. Puttaiya
Superintendent,
Government Printing.

Please make a copy of this
file + the list of items suggested by
the Controller + Secretary Mem to the
Finance Secy with a copy of the
printed note

D.v.s. 26/2

Please do so at once
26/2

LIST OF QUESTIONS FOR DISCUSSION.

Supplies of paper and Stationery articles should be received before the close of the official year so that all articles may be supplied to the several Offices of the State once for all as directed at the Meeting with the Member held on 18th November 1920

In order to ensure quick and complete supplies, it is better to place wholesale orders with one or two big firms instead of with a large number of individual contractors.

To make ~~Making~~ provision for keeping one year's Stock of paper and stationery articles in advance.

Receipts from paying departments may be made available to the Stationery Depot instead of being credited to the Treasury as at present or, in the alternative, the paper and stationery articles required by the ~~paying~~ paying departments to be ordered from the approved contractors at the cost of the respective departments alone.

The indent of the Stationery Depot for paper and stationery articles is required by Govt. to be based on the average consumption of

two previous years whereas the departments have been permitted to claim extra quantities beyond their average consumption. Provision should be made for these extra demands.

Check on inaccurate preparation of indents The figures entered in the columns of indents should tally with the figures shown in the Receipt and Issue registers.

All Offices whose forms have been standardised should revert to the practice of sending individual indents in respect of forms required by them, claiming only the forms that are actually required by them and noting the quantities of stock on hand. As it is, as no individual indents are received, all forms whether they are wanted or not, get printed according to the quantities provided in the printed Government Order.

Whenever Government orders are passed introducing new forms and registers and directing extra supplies to be made, the extra cost involved may be ascertained and provided in the Government Order itself so that there may be no necessity for the Stationery Depot to take steps after the Government Order is issued which

which tends to delay or compels the depot to draw upon its own reserves and stocks for want of extra provision.

Suggestions of the Controller of Printing and Stationery with the Government of India. (Pages 4, 5 and 6 of his Note).